

Channel	Category	Content & Description	Content Type Link, Electronic, Hard copy	Content Owner	Content			Priority			Person to Build	Date Content/ Request Received	Date Content Due	Date Release Scheduled
					Initial	Modify/ Update	New/ Addition	H	M	L				
SFA Communications	Press Releases										Beacon			12-May
		Content									DOE			
	Inside SFA										Beacon			12-May
		Content									DOE			
	Transformation News										Beacon			12-May
		Content									DOE			
	Fact/Info Sheets										Beacon			12-May
		Content									DOE			
	News Clips										Beacon			12-May
		Content									DOE			
	Style Guide										Beacon			12-May
											DOE			
	Products & Services Calendar										Beacon			12-May
		Content									DOE			
	SFA Logos & Photos										Beacon			12-May
		Content									DOE			
	New DC Building										Beacon			12-May
		Content									DOE			
	Task Bar										Beacon			12-May
		Vision/Mission									DOE			
		People									DOE			
		Student Aid Awareness									DOE			
		Publications									DOE			
		Space Team									DOE			

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CIO	IT Services										Beacon			12-May
		Content									DOE			
	Innovations										Beacon			12-May
		Content									DOE			
	IT Management										Beacon			12-May
		Content									DOE			
	eCommerce										Beacon			12-May
		Content									DOE			
	Business Services										Beacon			12-May
		Content									DOE			
	Technology FAQs										Beacon			12-May
		Content									DOE			
	Modernization Initiatives/Partner										Beacon			12-May
		Content									DOE			
	Standards										Beacon			12-May
		Content									DOE			
	VDC Operations Reports										Beacon			12-May
		Content									DOE			
	Software Downloads										Beacon			12-May
		Content									DOE			
	Hot Technology Links										Beacon			12-May
		Content									DOE			
	IPT Processes										Beacon			12-May
		Content									DOE			
	Task Bar										Beacon			12-May
		Vision/Mission									DOE			
		People									DOE			
		Library									DOE			
		IRB Activities									DOE			
		IPT Activities									DOE			
		Career Planning									DOE			

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					Initial	Modify/ Update	New/ Addition	H	M	L				
Employee Services	Life At Work										Beacon			12-May
		Gym Schedule						H			DOE			
		Important Phone Numbers						H			DOE			
		Workplace Health									DOE			
		Awards & Recognition						H			DOE			
		Lunch Menu	doc					H			DOE			
	News & Events										Beacon			12-May
		SFA Calendar		Cain				H			DOE			
		Contests		Doug				H			DOE			
		Flea Market/Swap Shops									DOE			
		Unofficial News	Postings								DOE			
		Fed Employee News									DOE			
		Intern News									DOE			
		Regional News									DOE			
		Employee News									DOE			
		Interest Group Bulletin Board									DOE			
	Travel										Beacon			12-May
		SATO Travel Links	URL					H			Beacon			12-May
		Travel Per Diem	URL								Beacon			12-May
		Travel Contacts									DOE			
		Reimbursement Form	doc					H			DOE			
		Official Travel Contracts/Vendors	URL								Beacon			12-May
	Administration										Beacon			12-May
		Time Sheet	doc, xls					H			DOE			
		Supply Order Form						H			DOE			
		Teleconferencing Info									DOE			
		Conference Room Scheduling	Transactive					H			DOE			

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					Initial	Modify/ Update	New/ Addition	H	M	L				
SFA University	About SFA University										Beacon			12-May
		SFA Customer Training									DOE			
		Link to SFA Internet Site	URL								DOE			
		SFA Employee Training									DOE			
		Developing Classroom Training									DOE			
		Producing Videos & Videoconference Training									DOE			
		SFA Training Presentation Materials	ppt, doc, pdf								DOE			
	SFA Coach										Beacon			12-May
		Download SFA Coach	cd rom					H			Beacon			12-May
	SFA Employee Courses										Beacon			12-May
		SFA Employee Training Schedule									DOE			
		PBO Frontline Schedules	xls								DOE			
		SFA Learning Coupons	doc, form								DOE			
		Enrollment Process	cold fusion								DOE			
	News & Events										Beacon			
		Bulletin Board								L	DOE			
		Headlines								L	DOE			
		Promotions & Special Offerings									DOE			
	FAQs										Beacon			12-May
		Content									DOE			
	Feedback										Beacon			12-May
		Course Evaluations									DOE			
		Employee Suggestions									DOE			
	Task Bar										Beacon			12-May
		News									DOE			
		People/Organization									DOE			

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					Initial	Modify/ Update	New/ Addition	H	M	L				
Human Resources	Benefits										Beacon			12-May
		Procedural Information	Hard copy					H			DOE			
		Awards Information						H			DOE			
		Transit Benefits						H			DOE			
		Benefit Information	Hard copy						M		DOE			
		Benefit Enrollment	pdf, doc						M		DOE			
		Inquiry Capacity						H			DOE			
		FAQs							M		DOE			
		Work/Life Information							M		DOE			
		Training Transcripts							M		DOE			
		Compensation Information								L	DOE			
	Manager Services										Beacon			12-May
		Procedural Information	Hard copy					H			DOE			
		Links to Related Sites						H			DOE			
		Inquiry Capacity						H			DOE			
		Mgt Reports						H			DOE			
		FAQs							M		DOE			
		Position Mgt Information								L	DOE			
		HR Statistical Information								L	DOE			
		Organizational Design								L	DOE			
		PD Information								L	DOE			
		Performance Mgmt									DOE			
	Jobs										Beacon			12-May
		Recruitment Information						H			DOE			
		Job Board						H			DOE			
		Procedural Information	Hard copy					H			DOE			
		Links to Related Sites						H			DOE			
		Inquiry Capacity						H			DOE			
		FAQs							M		DOE			
		Intern Information								L	DOE			

Channel	Category	Career Counseling	Content Type Link, Electronic, Hard copy	Content Owner	Content			Priority			Person to Build	Date Content/ Request Received	Date Content Due	Date Release Scheduled
					Initial	Modify/ Update	New/ Addition	H	M	L				
Human Resources	Personnel Info										Beacon			12-May
		Procedural Information	Hard copy					H			DOE			
		Personnel Information						H			DOE			
		Links to Related Sites						H			DOE			
		Inquiry Capacity						H			DOE			
		Employee Profile						H			DOE			
		FAQs							M		DOE			
		Policy Documents							M		DOE			
		Org Chart Staffing Pattern								L	DOE			
		HR User Forms	pdf, doc								DOE			
		Performance Mgmt							M		DOE			
	Payroll										Beacon			12-May
		Time & Attendance						H			DOE			
		Procedural Information	Hard copy					H			DOE			
		Links to Related Sites									DOE			
		Inquiry Capacity						H			DOE			
		FAQs							M		DOE			
		Performance Mgmt									DOE			
	Partnership										Beacon			12-May
		Procedural Information	Hard copy					H			DOE			
		Links to Related Sites						H			DOE			
		Inquiry Capacity						H			DOE			
		FAQs							M		DOE			
		Union Information								L	DOE			
		CBA Information								L	DOE			
	Task Bar										Beacon			12-May
		Links						H			DOE			
		Contacts						H			DOE			
		Career/Jobs									DOE			
		Forms Library						H			DOE			

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					Initial	Modify/ Update	New/ Addition	H	M	L				
CFO	Purchasing										Beacon			12-May
		Purchasing Process	access						M		DOE			
		Purchasing Online							M		DOE			
	Administration										Beacon			12-May
		Impact Card	access						M		DOE			
		Invoice Process	access						M		DOE			
		Tax Claims Process	xls						M		Beacon			12-May
		Overtime Sheets								L	DOE			
		Inventory	access						M		DOE			
		Physical Security	access					H			DOE			
		Travel	access					H			DOE			
		Asset Management									DOE			
	Financial Management										Beacon			12-May
		Financial Management System	ppt						M		Beacon			12-May
		ABC Cost System	access						M		DOE			
		Audit Reports	access					H			DOE			
		Audit Status									DOE			
		Financial Statements	doc					H			DOE			
		Budget Process	access					H			DOE			
		FY 2000						H			DOE			
		FY 2001						H			DOE			
		Monthly Reports	doc						M		DOE			
		Weekly Reports	doc						M		DOE			
		300B Summary	doc (14)						M		Beacon			12-May
											Beacon			12-May
	Careers- Jobs & Training	Desk Procedures									DOE			
		Job Board/Vacancies									DOE			
		Course Labs									DOE			
		Training Requests									DOE			





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					Initial	Modify/ Update	New/ Addition	H	M	L				
Schools Channel	About Us										Beacon			17-May
		Mission/Vision Statement							M		DOE			
		People									DOE			
		Specialty Based Directory						H			DOE			
		Organizational Units & Activities									DOE			
		FAA Contacts						H			DOE			
	Processes										Beacon			17-May
		Core Processes & Measures									DOE			
		Getting a Publication Printed							M		DOE			
	News & Events										Beacon			
		Calendar of Products & Events						H			DOE			
	Library & Archives										Beacon			17-May
		Regulations									DOE			
		Publications									DOE			
		Letters									DOE			
		Program Meetings							M		DOE			
		IPTs							M		DOE			
		Regulation Development							M		DOE			
	Reports										Beacon			17-May
		Weekly Reports							M		DOE			
	Task Bar										Beacon			17-May
		FAA Contacts									DOE			
		Links to IFAP							M		DOE			

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					Initial	Modify/ Update	New/ Addition	H	M	L				
Students Channel	About Us										Beacon			17-May
		Mission/Vision Statement	doc					H			DOE			
		People	ppt					H			DOE			
		Organization Phone List	URL					H			DOE			
		Sample Letters/Endorsements	doc					H			DOE			
		Contacts	doc						M		DOE			
	College Choices										Beacon			17-May
		College Possibilities Parents SFA	URL					H			DOE			
		Student/Parent Questions	doc					H			DOE			
	Initiatives										Beacon			17-May
		MadDogs	doc					H			DOE			
		Dept Charters	doc					H			DOE			
		Contracts/COTRs	doc					H			DOE			
		Mod Partners	doc					H			DOE			
	Working Together										Beacon			17-May
		Partnerships	doc						M		DOE			
		Associations	URL						M		DOE			
	News & Events										Beacon			17-May
		Headlines	doc					H			DOE			
		Trends & Questions	doc					H			DOE			
		Calendar Conference Presenting Focus Groups	doc, ppt, xls					H			DOE			
		Presentation at Conference	ppt, doc					H			DOE			
		News Clippings	doc					H			DOE			
		Handouts	doc, ppt					H			DOE			
		Briefing Papers	doc					H			DOE			
		Video Conferencing							M		DOE			
		Videos								L	DOE			

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					Initial	Modify/ Update	New/ Addition	H	M	L				
Financial Partners	Financial Partners										Beacon			17-May
		Approved Lenders	xls					H			DOE			
		E-System Interface	database					H			DOE			
		NSLDS Interface	database					H			DOE			
		Peps Data	database						M		DOE			
	About Us										Beacon			17-May
		Mission Statement	doc							L	DOE			
		Directory-People	ppt					H			DOE			
	Initiatives										Beacon			17-May
		Status Reports	doc						M		DOE			
		IPTs	doc, ppt						M		DOE			
		IRBs	doc							L	DOE			
		FP Initiatives	doc							L	DOE			
	News & Events										Beacon			17-May
		Calendar of Events	doc						M		DOE			
		Latest News	doc							L	DOE			
	Library										Beacon			17-May
		Dear Partner Letters	doc							L	DOE			
		Form Letters	doc							L	DOE			
	FAQs										Beacon			17-May
		FAQs	doc					H			DOE			
	Task Bar										Beacon			17-May
		Career/Job Board	database						M		DOE			
		HASSGAP Site	URL								DOE			
		NHCHelp Site	URL								DOE			
		Other Industry Links	URL								DOE			
		ELM site	URL								DOE			

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					Initial	Modify/ Update	New/ Addition	H	M	L				
Ombudsman	About Us										Beacon			19-May
		Ombudsman Function									DOE			
		Process for Resolution	doc					H			DOE			
		Milestones									DOE			
		Vision/Mission	doc					H			DOE			
		News	doc					H			DOE			
		Success Stories	doc					H			DOE			
	Policy										Beacon			19-May
		Issues	doc						M		DOE			
		Policy Study	doc						M		DOE			
		Policy Rec	doc						M		DOE			
		Congressional Mandates	doc						M		DOE			
		Title IV Regulations	doc						M		DOE			
	Cases										Beacon			19-May
		Caseload	xls, ppt					H			DOE			
		Weekly Reports	xls, ppt					H			DOE			
		Daily Caseload Reports	xls, ppt					H			DOE			
	Forms & Letters										Beacon			19-May
		Forms	doc						M		DOE			
		Peer Colleague Letters	doc						M		DOE			
	Task Bar										Beacon			19-May
		Career/Job Board	doc							L	DOE			
		IRB Activities	doc							L	DOE			
		Links							M		DOE			
		People									DOE			

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					Initial	Modify/ Update	New/ Addition	H	M	L				
Acquisitions	About Us										Beacon			19-May
		Mission/Vision Statement									DOE			
		People									DOE			
		Policies									DOE			
		Unauthorized Procurement/Ratification									DOE			
		Contacts									DOE			
	Procurement										Beacon			19-May
		BPA's (Blanket Purchase Agreements)									DOE			
		Share in Savings									DOE			
		Sample Statements									DOE			
		Performance Based Contracts									DOE			
		GWAC (Govt-Wide Acquisitions Contracts)									DOE			
		Contracted Services									DOE			
		Interagency Agreements									DOE			
		FAQs									DOE			
	News										Beacon			19-May
		Headlines									DOE			
		Minuets									DOE			
	Reference										Beacon			19-May
		Resource Links									DOE			
	Acquisition Process										Beacon			19-May
		Acquisition Process									DOE			
		Expedite Processing									DOE			
		Yearend Procurements									DOE			
		Changes in Procurement Process									DOE			
		Simplified Process									DOE			
		Commercial Items									DOE			
		Acquisition Planning									DOE			
		Temporary Services									DOE			
		FAQs									DOE			
		Equipment/Software Order Form	pdf								Beacon			19-May

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Analysis	About Us										Beacon			19-May
		Mission/Vision Statement									DOE			
		News									DOE			
		Calendar of Events									DOE			
		Five Year Plan	pdf					H			DOE			
	Reports										Beacon			
		Unit Cost Information	xls, doc					H			DOE			
		Quarterly Reports	pdf						M		DOE			19-May
		Interactive Performance Measurement Sys.	database								DOE			
		Bi-Weekly Reports	doc, xls							L	DOE			
		FAQs									DOE			
	Survey										DOE			
		ACSI Survey Results	xls, doc					H			DOE			
		Employee Survey	html					H			Beacon			19-May
		Conduct Survey Online	form					H			DOE			
		Employee Survey Results	xls						M		DOE			
		FAQs									DOE			
	Processes										Beacon			19-May
		Planning & Budgeting System	ppt					H			DOE			
		FAQs									DOE			
	Task Bar										Beacon			19-May
		People									DOE			
		IPT Activities									DOE			
		Related Links									DOE			